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SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT FOR DISARMAMENT AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department for Disarmament Affairs, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department for Disarmament Affairs:

(a) Advises and assists the Secretary-General in the discharge of his or her responsibilities under the Charter of the United Nations and mandates given by the General Assembly, the Security Council and other legislative organs of the United Nations system on disarmament and related security matters, and represents him or her as required;

(b) Advises and assists the Secretary-General in the discharge of the substantive responsibilities entrusted to him or her by multilateral disarmament agreements, including those related to compliance;

(c) Monitors and analyses developments and trends in the field of disarmament;

(d) Supports the review and effective implementation of existing disarmament agreements;

(e) Assists Member States in multilateral disarmament negotiation and deliberation activities towards the creation of disarmament norms and agreements;

(f) Provides substantive support to conferences and meetings of States parties to multilateral disarmament agreements;

(g) Provides substantive and administrative support to the Conference on Disarmament and its subsidiary bodies;

(h) Provides substantive and administrative support to expert groups appointed by the Secretary-General pursuant to requests of the General Assembly and other legislative organs of the United Nations system;

(i) Promotes the goal of nuclear disarmament with a view to progressive reductions in nuclear weapons and their complete elimination at the earliest possible date;

(j) Supports and participates in multilateral efforts to strengthen non-proliferation of weapons of mass destruction, including with regard to the problems of non-State actors and terrorist groups, and in that connection cooperates with relevant intergovernmental organizations and specialized agencies within the United Nations system;

(k) Promotes and supports disarmament efforts in the field of conventional weapons, including landmines, particularly with regard to curbing the proliferation of small arms and light weapons, and provides substantive support and expertise for the establishment of regional moratoriums on the acquisition, production and transfer of small arms and other conventional weapons;

(l) Provides substantive expertise regarding disarmament and confidence-building measures in the conflict-prevention and post-conflict peace-building efforts of the United Nations system, including practical disarmament;

(m) Supports the development and participates in the implementation of practical disarmament measures at the request of Member States;

(n) Promotes openness and transparency in military matters, verification, confidence-building measures and regional approaches to disarmament;

(o) Maintains an information programme, including a disarmament database, monitors developments and trends in the field of disarmament and disseminates information electronically as well as through publications and other outreach activities;

(p) Interacts with non-governmental organizations, academic institutions such as universities, colleges and research institutes, individuals active in the field of disarmament and the general public, and cooperates with organizations of the United Nations system, including the United Nations

Institute for Disarmament Research and other intergovernmental organizations, including the International Atomic Energy Agency;

(q) Administers the United Nations disarmament fellowship, training and advisory services programme.

2.2 The Department is divided into organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Disarmament Affairs. The Under-Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Disarmament Affairs

3.1 The Under-Secretary-General for Disarmament Affairs is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department for Disarmament Affairs as well as its administration; provides the Secretary-General with advice and support on all disarmament and related security matters; represents him or her in that respect as required; and provides authoritative analysis and assessment of developments in the field of disarmament and international security for policy guidance and decision-making purposes.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

4.2 The core functions of the Office are as follows:

(a) Monitoring the implementation of the work plan of the Department;

(b) Advising the Under-Secretary-General on departmental policies and guidelines and dealing with specific policy and management issues and problems;

(c) Preparing reports and notes on political and managerial issues for consideration by the Under-Secretary-General;

(d) Acting as a focal point for information on all aspects of the work of the Department;

(e) Coordinating interdepartmental activities and undertaking the necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Representing or arranging for representation of the Department at appropriate meetings;

(h) Overseeing the activities of the Administrative Office and assisting the Under-Secretary-General in monitoring the progress of and promoting economy and efficiency in the work of the Department.

Section 5

Director and Deputy to the Under-Secretary-General

The Under-Secretary-General for Disarmament Affairs, in the performance of his or her activities, is assisted by the Director, who acts as deputy in charge of the Department in his or her absence. The Director advises the Under-Secretary-General and makes recommendations on all substantive, organizational, administrative, personnel and budgetary matters. The Director is accountable to the Under-Secretary-General.

Section 6

Branches

There are five branches of the Department: the Conference on Disarmament Secretariat and Conference Support Branch (located at Geneva); the Weapons of Mass Destruction Branch; the Conventional Arms (including Practical Disarmament Measures) Branch; the Monitoring, Database and Information Branch; and the Regional Disarmament Branch (comprising Regional Activities and Regional Centres). Each branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and the Deputy Director.

Section 7

Conference on Disarmament Secretariat and Conference Support Branch (Geneva)

The core functions of the Conference on Disarmament Secretariat and Conference Support Branch (Geneva) are as follows:

(a) Providing secretariat, administrative and substantive support to the Conference on Disarmament and its subsidiary bodies in accordance with the Conference's rules and procedures;

(b) Assisting the Secretary-General of the Conference on Disarmament and Personal Representative of the Secretary-General in the performance of his or her functions;

(c) Preparing periodic political assessments on developments in the Conference on Disarmament on issues under negotiation;

(d) Preparing research papers, compilations and background papers for the successive presidents of the Conference on Disarmament;

(e) Preparing and maintaining the official records and other documentation of the Conference on Disarmament;

(f) Maintaining liaison with permanent missions in Geneva as well as with organizations of the United Nations system and non-governmental organizations in the European areas;

(g) Maintaining a reference library of documentation relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the Conference on Disarmament, academic institutions, non-governmental organizations and the public in general;

(h) Providing secretariat, administrative and substantive support to conferences and meetings of multilateral disarmament agreements held in Europe, as required;

(i) Overseeing the implementation of the United Nations disarmament fellowship, training and advisory services programme.

Section 8

Weapons of Mass Destruction Branch

The core functions of the Weapons of Mass Destruction Branch are as follows:

(a) Providing substantive support for the role of the United Nations in the area of weapons of mass destruction in accordance with the agreed priorities of Member States;

(b) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of weapons of mass destruction;

(c) Monitoring and analysing developments and trends with regard to weapons of mass destruction in all their aspects and developing a database containing relevant information with a view to assisting States parties in their negotiations at the conferences and meetings of multilateral disarmament agreements;

(d) Providing substantive, administrative and secretariat support to preparatory committees, review conferences and special meetings on existing disarmament agreements pertaining to weapons of mass destruction and to meetings convened to negotiate legal instruments in that area;

(e) Providing political advice to and assisting the chairmen and bureaux of preparatory committees, review conferences and meetings on disarmament agreements pertaining to weapons of mass destruction in planning, organizing and conducting the work of the sessions;

(f) Preparing and providing the documentation needed, including background papers requested, for the various meetings on disarmament agreements pertaining to weapons of mass destruction;

(g) Following up on decisions of preparatory committees, review conferences and meetings on disarmament agreements pertaining to weapons of mass destruction;

(h) Planning and coordinating the programme of various meetings on disarmament agreements pertaining to weapons of mass destruction on an annual basis in cooperation with the Department of General Assembly Affairs and Conference Services;

(i) Carrying out the functions assigned to the Department deriving from the Secretary-General's role, other than as depositary, under conventions and agreements on weapons of mass destruction, including the provision of support for fact-finding missions;

(j) Supporting and promoting universal adherence to disarmament agreements on weapons of mass destruction;

(k) Providing substantive support and participating in meetings convened to promote additional legal instruments in the area of weapons of mass destruction;

(l) Maintaining close cooperation with disarmament agreement organizations such as the International Atomic Energy Agency, the Organization for the Prohibition of Chemical Weapons and the Preparatory Commission for the Comprehensive Nuclear Test-Ban Treaty Organization.

Section 9

Conventional Arms (including Practical Disarmament Measures) Branch

The core functions of the Conventional Arms (including Practical Disarmament Measures) Branch are as follows:

(a) Providing substantive support for the role of the United Nations in preventing the proliferation of conventional weapons, including small arms and light weapons;

(b) Developing appropriate policy-relevant research and information, including the setting up of an adequate database, on the various aspects of conventional weapons control and practical disarmament;

(c) Operating and maintaining the United Nations Register of Conventional Arms;

(d) Identifying emerging issues and challenges, analysing their implications for the role of the United Nations in the maintenance of international peace and security and making recommendations on possible strategies and measures in respect of conventional arms, including small arms and light weapons, and practical disarmament measures;

(e) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of conventional arms, including small arms and light weapons, and practical disarmament measures;

(f) Providing substantive and administrative support to expert groups that prepare studies mandated by the General Assembly in the area of conventional weapons, including small arms and light weapons;

(g) Monitoring trends in military expenditures and contributing to the strengthening of the standardized system for the annual reporting of such expenditures by Governments, and monitoring trends in issues relating to disarmament and development as well as to conversion;

(h) Providing assistance and substantive support to advisory missions, at the request of Member States, on issues relating to small arms and light weapons and on measures of practical disarmament;

(i) Serving as a focal point within the Department and the Secretariat for the implementation of mandates pertaining to the disarmament components of peace operations undertaken by or in conjunction with the United Nations.

Section 10

Monitoring, Database and Information Branch

The core functions of the Monitoring, Database and Information Branch are as follows:

(a) Monitoring developments and trends in the field of disarmament and disseminating to Member States and the international community objective information on disarmament and international security matters through publications and other outreach activities;

(b) Maintaining a database on anti-personnel landmines, particularly with regard to the implementation of compliance and verification within the framework of the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on Their Destruction;

(c) Undertaking research and policy planning in the field of disarmament and related security matters and advising the Under-Secretary-General on such matters;

(d) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General;

(e) Providing substantive and administrative support to the Secretary-General's Advisory Board on Disarmament Matters;

(f) Coordinating with the United Nations Institute for Disarmament Research;

(g) Interacting with the diplomatic and academic communities, research institutes, specialized non-governmental organizations and the public through publications issued by the Department and through the Internet home page of the Department;

(h) Further developing, operating and maintaining the United Nations Disarmament Information System;

(i) Operating and maintaining a reference library of documentation and a collection of publications relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the First Committee of the General Assembly and the United Nations Disarmament Commission, academic institutions, non-governmental organizations, the general public and staff of the Department;

(j) Preparing studies on the relevant articles of the Charter for the Repertory of Practice of United Nations Organs;

(k) Undertaking other outreach activities such as public speaking and electronic conferencing to disseminate objective information on disarmament matters.

Section 11

Regional Disarmament Branch

The core functions of the Regional Disarmament Branch are as follows:

(a) Providing substantive and other support as appropriate, including advisory services, for initiatives by States and regional as well as subregional mechanisms to promote disarmament measures and related security matters;

(b) Implementing practical disarmament measures at the regional and subregional levels;

(c) Establishing links with regional and subregional organizations and coordinating with them on initiatives in the area of disarmament and regional security;

(d) Providing substantive, administrative and secretariat support to the United Nations Standing Advisory Committee on Security Questions in Central Africa;

(e) Preparing political assessments, research papers, compilations, background materials, briefs and statements on regional disarmament issues for the Secretary-General;

(f) Overseeing and coordinating the activities and operations of the United Nations regional centres for peace and disarmament, including disarmament training programmes;

(g) Coordinating with regional divisions of the Department of Political Affairs on matters of mutual concern.

Section 12

Administrative Office

12.1 The Administrative Office is headed by an Administrative Officer who is accountable to the Under-Secretary-General.

12.2 The core functions of the Office are those of an Executive Office as set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5. In addition, the Office administers extrabudgetary trust funds of the Department.

Section 13

Final provision

The present bulletin shall enter into force on 1 June 1998.

(Signed) Kofi A. ANNAN
Secretary-General